MONROE CITY R-1 SCHOOL DISTRICT
401 HWYS. 24 & 36 EAST
MONROE CITY, MO 63456

Activities Purchase Requisition

Date of Request | Requested Ship Date | REQ. No. | P.O. No.

Building | Ship To

Activity/Club

Requested By

Disposition
- ☐ One Time Purchase
- ☐ Ongoing Purchases:
  - ☐ Department Stock
  - ☐ Estimated Usage:

Vendor

Vendor Name | Phone | Fax

Address | Vendor No. | Customer Account No.

City, State, Zip Code | Contact Name

- ☐ Regular shipping
- ☐ Overnight

Item No.	Vendor Catalog No.	Description	Quantity	U.O.M.	Unit Price	Extended Price
		FREIGHT CHARGES:				

ACCOUNT CODE: _____

Total Extended Price ▶

Requestor Signature | Date

Administrator Approval | Date

****** REQUESTOR MAKE A COPY FOR YOUR RECORDS ******

******* ORGINAL TO MACHELLE PFANNER ******